18 APR 1972

MEMORANDUM FOR: Executive Director-Comptroller   25X1A

SUBJECT   : Component Training Annual Report, Fiscal
   Year 1971   25X1A

REFERENCES   : ▮▮▮▮▮▮ "Organization: Office of Training";
                   and ▮▮▮▮▮▮ "Training: General"

    1. This report on Component Training in CIA is for your information. It contains data on courses and other types of instructional programs, exclusive of on-the-job training, conducted by components within the Directorates and by the Office of the Director during fiscal year 1971.

    2. Twenty-one Offices, Divisions, and Staffs, representing all Directorates and the Office of the Director, conducted 571 runnings of 163 courses for 4,761 students. Total cost, excluding student salaries, was $1,860,694. These totals show a moderate increase in all categories for component training in FY 1971: 12% in the number of courses offered, 10% in the number of course runnings, 05% in the number of students trained, and a 07% increase in the cost of component training.

    3. The attachments in this report name the specific courses and provide information on their length, full-time or part-time, number of runnings, attendance, and costs. Included is a chart showing the total number of students and total costs by Directorates for the past four fiscal years -- the years for which an annual component training report has been prepared. The following paragraphs summarize by Directorate and Office of the Director the Fiscal 1971 component training statistics and provide a comparison with Fiscal 1970.
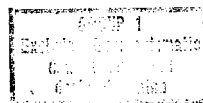
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Office of the Director

Costs - up from zero to $2,265 due to the running of a course by the Cable Secretariat not run in FY 70, and the establishment for the first time of OPPB's cost for conducting the Budget Process Course.

Number of Courses - increased from one to two

Number of Students - decreased from 66 to 56 (15%)

Clandestine Service

Costs - declined from $577,394 to $476,960 (17%)

Number of Courses - decreased from 53 to 45 (15%)

Number of Students - decreased from 1,855 to 1,158 (38%)

Training by all CS components except FE declined in FY 71. TSD showed a 58% decline in student attendance and is trying to determine the reasons for the decline. CS training accounted for 24% of the total students and 26% of the total cost of all component programs.

Directorate of Intelligence

Costs - increased from $78,500 to $170,572 (117%)

Number of Courses - increased from 14 to 23 (64%)

Number of Students - increased from 658 to 1,048 (59%)

NPIC, IAS, and OER are responsible for the sizeable increase in all categories for the Directorate of Intelligence. NPIC initiated two new training programs in photographic interpretation and IAS contracted for a maintenance and operation training program for a newly acquired imagery measurement system. Although the IAS program was expensive, ($21,226 for two students) it provided IAS with a full time maintenance capability on the system. Both NPIC and IAS conducted comprehensive training programs in technical writing. OER trained 259 employees in five economic specialization courses.

Directorate of Science and Technology

Costs - declined from $250,535 to $238,670 (05%)

Number of Courses - remained the same, 22

Number of Students - decreased from 850 to 774 (09%)

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Directorate of Support

Cost - increased from $833,842 to $972,227 (17%)
The Office of Communications was responsible for 98%
of the Directorate of Support component training cost.
Number of Courses - increased from 55 to 71 (29%)
Number of Students - increased from 1,571 to 1,725 (10%)
The increase in the Directorate of Support total for number
of students is due to two new courses on first aid conducted
by the Office of Medical Services for 518 students. Without
the Medical Services courses, the Directorate of Support
total for number of students would have decreased by 23%.

The Office of Communications is the largest training
operation by far of all components, in all categories. Of   25X1A
the total component effort, it accounted for 39% of the
courses, 18% of student attendance, and 51% of the cost.

HUGH T. CUNNINGHAM
Director of Training

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FY 1971 GENERAL SUMMARY

COMPONENT CONDUCTED TRAINING

TOTALS BY COMPONENTS OF DIRECTORATES

	Courses Offered	Runnings Per Year	Attendance	Costs*
Office of the DCI				
OPPB	1	2	53	$ 730
Cable Sec.	1	1	3	$ 1,535
Total:	2	3	56	$ 2,265
Clandestine Service				
FE	5	18	301	$ 161,008
ISD	3	21	155	$ 16,302
SB	4	33	228	$ 95,604
TSD	19	75	308	$ 46,139
▪ 25X1A	14	58	166	$ 157,907
Total:	45	205	1,158	$ 476,960
Intelligence				
CRS	1	1	10	$ 132
DCS	2	3	5	$ 1,200
IAS	2	5	96	$ 27,206
NPIC	13	78	678	$ 140,933
OER	5	15	259	$ 1,101
Total:	23	102	1,048	$ 170,572
Science & Technology				
O/DD/S&T	2	4	107	$ 26,350
OEL	1	NA	27	$ 94,000
OCS	18	26	625	$ 107,320
ORD	1	1	15	$ 11,000
Total:	22	31	774	$ 238,670
Support				
OC	63	203	851	$ 949,383
OL	1	1	10	$ 600
OS	4	5	46	$ 21,704
OMS	2	20	518	$ 250
OP	1	1	300	$ 290
Total:	71	230	1,725	$ 972,227
GRAND TOTAL	163	571	4,761	$1,860,694

*Excludes students' salaries

TOTALS

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FY 1971 INVENTORY OF COURSES

OFFICE OF THE DIRECTOR

Office or Staff	Name of Course	Loca-tion	Length (Hours)	FT/PT	No. of Runnings	Attendance	Cost	Remarks
OPPB	Budget Process	Hqs.	20	PT	2	53	$ 730	
Cable Secretariat	Cable Analyst	Hqs.	240	FT	1	3	$1,535	Given 8 wks. OJT after completing 6 wks. classroom training.

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Office or Staff	Name of Course	Loca-tion	Length (Hours)	FT/PT	No. of Runnings	Attendance	Cost	Remarks
CRS	ISG Writing Workshop	HQ	15	PT	1	10	$ 132	
DCS	Field Collector Course	Key	80	FT	1	1	860	
			16	FT	2	4	340	
IAS	Advanced Technical Writing Workshop		18	PT	4	94	$ 5,980	Contract
	Maintenance Training Program - Link		160	FT	1	2	$21,226	Contract
NPIC	Advanced Strategic Radar		45	FT	1	20	$23,000	Contract
	Analytical Photo-grammetry II		70	PT	1	8	$ 3,256	
	FORTRAN IV		35	PT	1	10	$ 965	
	Infrared Up-Date Series		56	PT	1	16	$29,872	Contract
	Photogrammetry Trng. Program:						$14,902	Contract
	Probability Theory and Statistics		65	PT	1	17		
	Theory of Measure-ment & Adjustment of Observation		65	PT	1	19		

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Office or Staff	Name of Course	Location	Length (Hours)	FT/PT	No. of Runnings	Attendance	Cost	Remarks
NPIC (cont.)	Reading Improvement		20	PT	3	75	$2,900	Contract
25X1A	Secretarial Techniques Seminar		30	PT	8	73	1,618	
	Technical Writing Workshop		18	PT	5	125	14,185	Contract
	UNIVAC 494 Programming Course		140	PT	1	10	1,105	
	PI Orientation (long course)		80	FT	15	45	14,749	
	PI Orientation (short course)		24	FT	18	68	5,381	
	On-Site Program	through-out U.S.	Varies	FT	21	192	29,000	Tours of Industrial and Military Install tions
OER	Computer Applications in Economic Intelligence	HQ	80	FT	1	7	---	Given by OCS *
			24	PT			150	Given by OER
	Introduction to Cross-tabs	HQ	6	PT	3	41	135	
	Introduction to Massager/ Databank	HQ	6	PT	7	140	315	
	Introduction to Regression Analysis	HQ	16	PT	3	63	423	
	Macroeconomic Modeling	HQ	12	PT	1	8	78	

* Cost included in DDS&T report.

DIRECTORATE OF SCIENCE AND TECHNOLOGY

Office or Staff	Name of Course	Location	Length (Hours)	FT/PT	No. of Runnings	Attendance	Cost	Remarks
Office of the Director	DDS&T Career Development	Hqs.	800	FT	1	14	$25,000	
	Project Officer and the Contract Process Seminar	Hqs.	13	FT	3	93	$ 1,350	
OCS	Operating System/360	Hqs.	30	PT	2	26	$ 2,500	
	PL/1	Hqs.	30	PT	1	7	$ 2,500	
	ADP Orientation I	Hqs.	18	FT	6	246	$ 7,200	
	ADP Orientation II	Hqs.	24	FT	1	12	$ 2,000	
	FORTRAN IV	Hqs.	60	FT	1	27	$ 5,000	Includes students for OER Course
	File Design (Tutorial)	Hqs.	9	PT	1	18	$ 750	
	I/O Error Recovery:							
	PL/1	Hqs.	1	PT	1	26	$ 100	
	Fortran	Hqs.	1	PT	1	22	$ 100	
	Cobol	Hqs.	1	PT	1	16	$ 100	
	ALC	Hqs.	1	PT	1	20	$ 100	

Directorate of Science and Technology

Office or Staff	Name of Course	Location	Length (Hours)	FT/PT	No. of Runnings	Attendance	Cost	Remarks
OCS (cont.)	Systems Design & Documentation (Documentation & Debugging)	Hqs.	12	FT	1	51	$ 1,720	
	Basic Adept	Hqs.	450	FT	1	12	45,000	
	APL	Hqs.	9	PT	2	29	1,500	
	PL/1 Optimization & Documentation	Hqs.	3	PT	1	32	250	
	Advanced PL/1	Hqs.	30	FT	1	19	2,500	
	OS-JCL	Hqs.	30	FT	1	16	2,500	
	Introduction to Computer Programming	Hqs.	150	FT	2	26	25,000	
	Systems Analysis	▮▮▮	60	FT	1	20	8,500	
OEL	Basic & Advanced ELINT	▮▮▮	Varied from 40 hrs. to 440 hrs.	FT	NA	27	94,000	(Tutorial)
ORD	Engineering Systems Analysis	Hqs.	Approx. 100	PT	1	15	11,000	

SUPPORT DIRECTORATE

Office or Staff	Name of Course	Location	Length (Hours)	FT/PT	No. of Runnings	Attendance	Cost	Remarks
OC	CIP 100 Basic Communications Security		40	FT	1	6		
	CIP 101 Staff Systems (Manual)		80	FT	2	5		
	CIP 102 Staff Systems (Manual) Limited		40	FT	1	3		
	CIP 103 Staff System Manual (Refresher)		40	FT	2	2		
	CIP 104 Staff Cryptographic Comm. (Manual) Special Applications		40	FT	1	1		
	CIP 105 Staff Cryptographic Comm. (Manual) for Cland. Services Per.		80 to 160	FT	1	1		

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Support Directorate

Office or Staff	Name of Course	Location	Length (Hours)	FT/PT	No. of Runnings	Attendance	Cost	Remarks
OL	Federal Manual for Cataloging	Hqs.	15	PT	1	10	600	
OS	Physical Security Survey Course	Hqs.	40	FT	1	14	590	
	Polygraph Examiners' Basic Course	Hqs.	1340	FT	1	2	15,000	
	Security Officers' Field Course	Hqs.	40	FT	1	11	940	
	Physical Security Course	Hqs. & ▮	80	FT	2	19	5,174	

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Support Directorate Office or Staff	Name of Course	Location	Length (Hours)	FT/PT	No. of Runnings	Attendance	Cost	Remarks
OMS	Operations and Maintenance of Pneolator	Hqs.	4	PT	10	259	125	
	First Aid	Hqs.	4	PT	10	259	125	
OP	Retirement Information Seminar	Hqs.	12	PT	1	300	290	

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